GEORGE ZURABISHVILI **+306974091086**

Greece / Thessaloniki George.zurabishvili@outlook.com

RELEVANT SKILLS AND QUALIFICATIONS

- Fluent in Georgian and Russian; Intermediate English; Basic Greek
- Skilled in HTML, CSS, and Bootstrap for web design
- Proficient with all necessary IT support programs, including hardware and software troubleshooting
- Experienced in maintaining various devices to ensure proper functioning, full network installation, and secure network maintenance
- Proficient in Adobe Photoshop and Sony Vegas for video editing
- Reliable and hardworking professional with a strong sense of responsibility and punctuality
- Experienced working in diverse companies and industries, quickly adapting to new tools and environments

WORK EXPERIENCE

International Holding – IT Department

General Manager for the Caucasus Region

2018 – 2024

- Managed communication and negotiations with international partners.
- Conducted interviews and trained new employees.
- Prepared weekly reports on company activities.
- Supported IT project coordination across regional offices.
- Handled daily office operations and team coordination.

SOYTEX, Tbilisi, Georgia

IT / Technical Support Specialist

2018

- Installed PC software, print drivers, scanners, and other peripheral devices to ensure system functionality and user readiness.

Black Sea Group, Tbilisi, Georgia

IT / Technical Support Specialist / Web Programmer

2016 – 2017

- Installed PC software, print drivers, scanners, and other peripherals to ensure system readiness for staff use.

- Installed, configured, and troubleshot workstations connected to the district network.
- Managed various departmental IT tasks, including database design, logical data modeling, performance monitoring, and security, to ensure the secure and reliable operation of the organization's databases.
- Ensured proper installation of cabling, operating systems, and essential software.
- Monitored and maintained network performance, including support for outdoor access points.
- Administered the company website and updated content as needed.

Freelancer

Web Content & Graphic Design Support

2012 – 2016

- Prepared and optimized images for publication on websites.
- Managed website content updates and uploads.
- Designed marketing materials, including business cards, flyers, and banners.

Borough Park Computer Center, Brooklyn, NY

Technical Support

2011 – 2012

- Installed and configured hardware and software systems for clients.
- Maintained and repaired computers and related equipment.
- Diagnosed and resolved a wide range of technical issues.
- Set up and maintained computer security measures and antivirus protection.
- Configured and supported computer networks for small businesses and individuals.
- Provided technical support both on-site and remotely via phone and email.

ENERGO-PRO Georgia, Tbilisi, Georgia

Technical Support / Print Server Administrator

2010 – 2011

- Administered and maintained the print server, ensuring smooth operation of networked printing services.
- Installed and configured hardware and software systems.
- Maintained, troubleshot, and repaired equipment as needed.

PARTNERSHIP "TEVDORE MGVDELI 51", Tbilisi, Georgia

Technical and Network Support

2006 – 2009

- Oversaw the daily performance and reliability of computer systems and networks.
- Maintained and monitored the server room, wireless network, and other IT infrastructure.
- Set up and configured staff workstations, including PCs, Macs, phones, and laptops.

LTD "IMEDI", Tbilisi, Georgia

Technical Support/System Administrator

2004 – 2006

- Planned and implemented complete network infrastructure, including cabling, hardware setup, and configuration.
- Installed and configured hardware and software systems for end-users and internal operations.

LTD "TAMTA", Tbilisi, Georgia

Technical Support

2003-2004

- Reviewed technical documentation and standard operating procedures.
- Installed software, modified and repaired hardware, and resolved user-reported technical issues.
- Diagnosed and resolved system and hardware problems using a variety of diagnostic tools.

TV SHOW "EKO DAIJESTI", Tbilisi, Georgia

Video Editing

2002-2003

- Edited video footage for weekly broadcasts, ensuring quality and timely delivery.

OTHER ACTIVITIES

- Certificate in System & Network Administration
- Training in CCNA (in progress)

EDUCATION

Georgian technical University, Tbilisi, Georgia

Master's and Bachelor's Degrees in International Economics, 1997 – 2001